

**APPENDIX D**

**SITE EXCAVATION FORMS**

HCI, Inc.

PROVENIENCE SHEET - FOLEY SQUARE

CATALOG #: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ EXCAVATION UNIT: \_\_\_\_\_

DATE: \_\_\_\_\_ BY: \_\_\_\_\_ STRATUM: \_\_\_\_\_ COORDINATES: \_\_\_\_\_

LOCATION OF DATUM: \_\_\_\_\_

DEPTHS BELOW TEMPORARY DATUM: (KEYED TO PLAN VIEW # \_\_\_\_\_)

OPENING: \_\_\_\_\_

CLOSING: \_\_\_\_\_

DESCRIPTION OF SOIL: \_\_\_\_\_

EXTENT OF STRATUM: \_\_\_\_\_

RELATION TO OTHER STRATA: \_\_\_\_\_

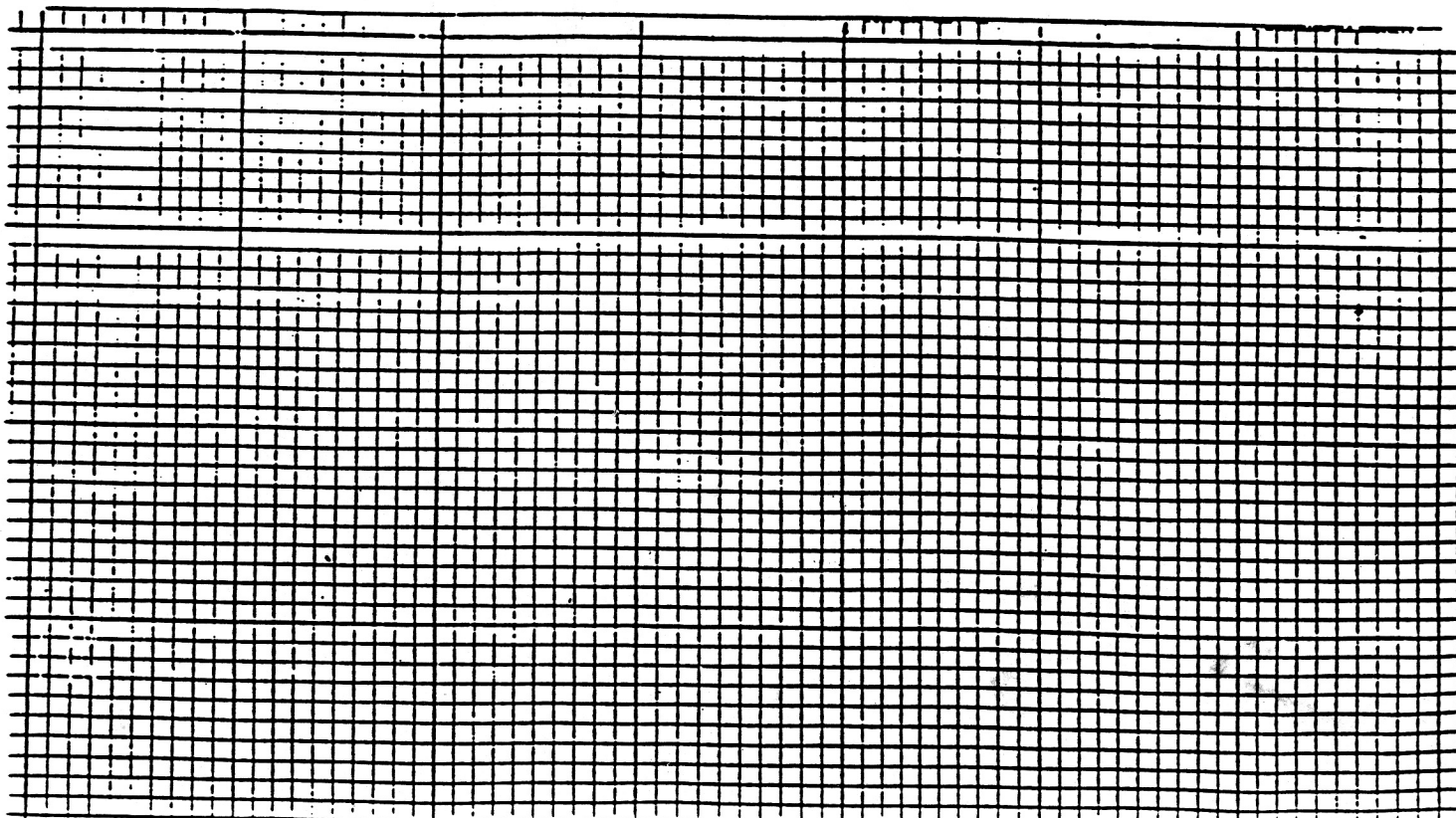
MATERIAL SAMPLED: \_\_\_\_\_

ASSOCIATED RECORDING: PLAN \_\_\_\_\_ PROFILE \_\_\_\_\_ PHOTO \_\_\_\_\_

COMMENTS: \_\_\_\_\_

SKETCH:

(PUT ADDITIONAL NOTES ON BACK)



JMA  
Foley Square

BROADWAY BLOCK  
BURIAL PROVENIENCE/DATA SHEET

BURIAL # \_\_\_\_\_ CATALOG# \_\_\_\_\_ COORDINATES \_\_\_\_\_ STRUCTURE/LOT \_\_\_\_\_  
EXCAVATION DATES: BEGIN \_\_\_\_\_ END \_\_\_\_\_ REMOVED \_\_\_\_\_ EXCAVATORS \_\_\_\_\_  
ASSOCIATED DRAWINGS \_\_\_\_\_ DATUM \_\_\_\_\_

ELEVATIONS: GRAVE PIT: OPEN \_\_\_\_\_ COFFIN: OPEN \_\_\_\_\_  
CLOSE \_\_\_\_\_ CLOSE \_\_\_\_\_

SKELETAL REMAINS: HIGHEST \_\_\_\_\_ WHERE? \_\_\_\_\_  
LOWEST \_\_\_\_\_ WHERE? \_\_\_\_\_  
CRANIUM \_\_\_\_\_ PELVIS \_\_\_\_\_

DIMENSIONS: COFFIN: (MAX.) LENGTH \_\_\_\_\_  
WIDTH \_\_\_\_\_

GRAVE PIT (MAX.) LENGTH \_\_\_\_\_  
WIDTH \_\_\_\_\_  
DEPTH \_\_\_\_\_

SKELETAL REMAINS (MAX.) LENGTH \_\_\_\_\_  
WIDTH \_\_\_\_\_

AGE \_\_\_\_\_  
SEX \_\_\_\_\_

COFFIN TYPE: HEXAGONAL \_\_\_\_\_  
TAPERING \_\_\_\_\_  
RECTANGULAR \_\_\_\_\_  
GABLE LID \_\_\_\_\_

HARDWARE: NAILS \_\_\_\_\_  
HANDLES \_\_\_\_\_  
TACKS \_\_\_\_\_  
NONE \_\_\_\_\_

NO COFFIN \_\_\_\_\_

ARTIFACTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SAMPLES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RELATION TO OTHER BURIALS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTES ON BACK!!!!

**BURIAL FORM**

**GSA SITE**

**Burial #**

**Elevation of Coffin**

**Dimensions of Coffin**

**Dimensions of Burial  
(i.e., skeletal remains)**

**Elevation of Cranium**

**Elevation of Pelvis**

**Elevation at Highest Point  
of skeletal remains**

**Where?**

**Elevation at Lowest Point  
of skeletal remains**

**Where?**

**Age and Sex**

**Artifacts**

**Associations  
(i.e., other burials)**

**Notes**

**Name of Excavator**

**Dates Excavated**

**Date Removed**

**Comments**

BROADWAY BLOCK  
BURIAL PROCEDURES CHECKLIST

BURIAL# \_\_\_\_\_

CAT.# \_\_\_\_\_

EXCAVATORS: \_\_\_\_\_  
\_\_\_\_\_

PHOTO: \_\_\_\_\_ (DATES)

DRAWN: \_\_\_\_\_ (DATE & ARTIST)

ASSESSED: \_\_\_\_\_ (DATES)

SOIL SAMPLES : CONTROL \_\_\_\_\_

LID \_\_\_\_\_ LID PRESENT? \_\_\_\_\_ THORACIC \_\_\_\_\_ AREA PRESENT? \_\_\_\_\_  
STOMACH \_\_\_\_\_ AREA PRESENT? \_\_\_\_\_ TO LEHMAN \_\_\_\_\_

SACRUM \_\_\_\_\_ AREA PRESENT? \_\_\_\_\_ TO LEHMAN \_\_\_\_\_

WOOD : (SEPERATE SAMPLES FROM DIFFERENT COFFIN PARTS)

LID \_\_\_\_\_

SIDES \_\_\_\_\_

BOTTOM \_\_\_\_\_

NOTES ON SAMPLES : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARTIFACTS : (DIRECTLY ASSOC. W/ BURIAL, ie. coins, buttons, cloth,  
jewelry, etc.)

ACID FREE \_\_\_\_\_

BOXED \_\_\_\_\_

DELICATE ITEMS MARKED FOR CONSERVATOR \_\_\_\_\_

NO ASSOCIATED ARTIFACTS \_\_\_\_\_

HAIR/TISSUE : ACID FREE \_\_\_\_\_

BOXED \_\_\_\_\_

TO LEHMAN \_\_\_\_\_

NO HAIR/TISSUE \_\_\_\_\_

NOTES ON ARTIFACTS, HAIR & TISSUE : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BURIAL COMPLETION : ALL NAILS MAPPED? \_\_\_\_\_

ALL GRAVE FILL REMOVED? \_\_\_\_\_

GRAVE PIT CLEANED? \_\_\_\_\_

ALL RECORDS COMPLETE? \_\_\_\_\_

RECORDS TURNED IN? \_\_\_\_\_

OSTEO. FORMS IN BLACK FOLDER? \_\_\_\_\_

CHECKED OFF ON MASTER LIST? \_\_\_\_\_

**MFAT**

Metropolitan Forensic Anthropology Team  
at Lehman College

Burial #: \_\_\_\_\_

**Field Notes**

Broadway-Foley Square Black Cemetery Site

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**IN SITU SKELETAL INSPECTIONAL ANALYSIS**

Burial #: \_\_\_\_\_  
Catalogue #: \_\_\_\_\_  
Block #: \_\_\_\_\_

DATE: \_\_\_\_\_

ASSESSOR/S: \_\_\_\_\_  
EXCAVATOR/S: \_\_\_\_\_

**CONDITION OF REMAINS:**

SKULL: Present (✓) Condition

Braincase: \_\_\_\_\_

	Present (✓)			
	Right	Left	Decid.	Pern.
I1				
I2				
C				
P1				
P2				
M1				
M2				
M3				

Present (✓) Condition

Mandible: \_\_\_\_\_

	Present (✓)			
	Right	Left	Decid.	Pern.
I1				
I2				
C				
P1				
P2				
M1				
M2				
M3				

**MPAT Field Notes**

By: \_\_\_\_\_ (initials)  
In Situ Skeletal Assessments

Burial #: \_\_\_\_\_  
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**Vertebrae:****Cervical:****Thoracic:****Lumbar:****Sacrum:****Coccyx:****Sternum:****Ribs:**

	Present (✓)		Condition:
	Right	Left	
Clavicle			
	Left		
Scapulae	Right		
	Left		
Innominates	Right		
	Left		

**Upper Limb:**

Humerus	Right	
	Left	
Ulna	Right	
	Left	
Radius	Right	
	Left	

Hand:      Carpals: \_\_\_\_\_  
            Metacarpals: \_\_\_\_\_  
            Phalanges: \_\_\_\_\_

**Lower Limb:**

Femur	Right	
	Left	
Patella	Right	
	Left	
Tibia	Right	
	Left	
Fibula	Right	
	Left	

Foot:      Tarsals: \_\_\_\_\_  
            Metatarsals: \_\_\_\_\_  
            Phalanges: \_\_\_\_\_

**IN SITU MEASUREMENTS:**

**SIDE**

**DIMENSION**

**Maximum Lengths:**

**Humerus:**

**Radius:**

**Innominate/Ilium:**

**Femur:**

**Tibia:**

**Femoral Circumference:**

**(@ mid-shaft)**

**Innominate/Ilium Width:**

**SEX ASSESSMENTS**

**Skull:**

**Innominate:**

**Sacrum:**

**Femur:**

**Other:**

**Tentative Conclusion:**



**MFAT Field Notes**

By: \_\_\_\_\_ (initials)  
In Situ Skeletal Assessments

Burial #: \_\_\_\_\_  
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**RACE ASSESSMENTS**

Skull:

Tentative Conclusion:

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**AGE ASSESSMENTS**

Teeth:

Vertebral Lipping:

Other:

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**PATHOLOGIES/ANOMALIES**

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**SPECIAL NOTES/COMMENTS:**